ORGANIZING MATERIALS AND ADVISING ROOM CHECKLIST

Organizing Materials

☐ Highlight on each student’s REGISTRATION INFORMATION FORM
  o UNI Student Identification Number
  o Student’s ACT/ALEKS Scores
  o Any Restrictions or Registration Holds

☐ Note ADVISING NOTES/STICKERS on the REGISTRATION INFORMATION FORM
  o Honors Students
  o Athletes
  o Students Eligible for the Writing-Enhanced courses

☐ If a student has an ADVISEMENT REPORT,
  o Highlight the transfer courses listed on the advisement report
  o Highlight the CLEP or Advanced Placement course credit on the advisement report

Organizing Advising Room

☐ Organize desks and clean room if needed.

☐ Does your room have the necessary and appropriate number of resource materials?
  o Purple Cards
  o First-year Student Insert
  o Extra Pencils

☐ Prepare a seating arrangement by major if necessary

☐ Write open classes/sections on the board
  o Follow guidelines for your room as provided during the notes session
  o Only list on the board those sections that have 10 or more seats available
  o Do not list honors sections or writing enhanced sections on the board